

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #9090 Covered under 5 U.S.C. 8336(1) in the primary category (OPM letter dated 3-18-83).				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review				Special Agent		GS		1812		9	
d. First Level Review				Special Agent		GS		1812		9	
e. Recommended by Supervisor or Initiating Office				Special Agent		GS		1812		9	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						Series definition 1812 Grade - 1812/1811 2/72 TS-8					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
Reference classification standard for Investigator positions, GS-1810/1811for grade level determination (Feb. 1972);pp. 19-21. SPD #9090 initially dated 9/3/82.											
25. Description of Major Duties and Responsibilities (See Attached)											

NSN 7540-00-634-4265Previous Edition Usable5008-106FormFlow/DelrinaOF 8 (Rev. 1-85)U.S. Office of Personnel ManagementFPM Chapter 295

Standard Position Description #9090

SPECIAL AGENT, GS-1812-9

The incumbent has the skills necessary to independently establish the interrelationship of facts and evidence in less complex cases and set forth findings in clear, concise, and accurate reports. Latitude is provided the incumbent so that supervisory personnel may assess independent judgment.

Major Duties:

Plans, directs, and carries out routine investigations and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically the provisions of fish and wildlife laws cited in 4 AM 4.2 D(3) and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations.

Participates in the development of long range investigations.

Provides technical guidance to lower grade employees.

Conducts the full range of law enforcement activities; i.e. , surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues seizures of contraband equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and carrying out undercover operations for very short periods of time.

Travels frequently away from the regular duty station.

Performs substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

Possesses a valid State driver's permit at all times.

Protects and safeguards Government property and equipment with which charged.

Operates motorized vehicles and boats.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

Factor 1. Knowledge Required:

Professional knowledge of fish and wildlife resources, and is a specialist in fish and wildlife law

enforcement.

Working knowledge of methods, procedures and techniques applied in fish and wildlife law enforcement.

Ability to present investigative findings in an organized and concise manner in investigative reports.

Ability to effectively interact with the general public.

Skill and ability to communicate effectively orally and in writing.

Skill and ability to effectively use firearms, and to operate motorized vehicles and boats.

Factor 2. Supervisory Controls:

Incumbent is supervised by the Senior Resident Agent who outlines assignments in general terms, specifying end results. Unusual or controversial problems must be presented to the superior for decision. Work is spot checked in progress and completed work is reviewed for general adequacy and completeness.

Factor 3. Guidelines:

Well defined guidelines are available in the form of, the Service Administrative Manual, the Law Enforcement Manual the statutory provisions of applicable legislation, policies specified in correspondence, formal training and interchange with other enforcement personnel. Incumbent uses judgment to interpret and adapt guidelines. Significant deviations are referred to supervisor.

Factor 4. Complexity:

Incumbent plans, directs and carries out routine investigations. Consultation with higher grade employees and/or the supervisor is available for difficult or unusual situations.

Factor 5. Scope and Effect:

The purpose of the work is to conduct routine civil and criminal investigations with minimal guidance while gaining experience with more detailed investigations. Work affects the overall effectiveness of the law enforcement region.

Factor 6. Personal Contacts:

Personal contacts are primarily with professional law enforcement employees within the organization, other Fish and Wildlife Service employees, enforcement personnel of other Federal agencies, and State and local counterparts in investigative agencies. The general public is contacted in the course of work

activities.

Factor 7. Purpose of Contacts:

Contacts are for the purpose of obtaining/exchanging information and/or receiving instructions from supervisory personnel. Contacts with the general public are to ascertain compliance with law and regulations.

Factor 8. Physical Demands:

Work requires considerable physical exertion including long periods of standing, walking over rough terrain; recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

Factor 9. Work Environment:

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperatures, dusty/noisy environments, etc. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. Assignments include surveillance work in aircraft, boats and automobiles.